

Fit to Sit Policy

1. About this policy

1.1 We operate a 'Fit to Sit' policy for all our assessments. This means that when you start an assessment you are confirming that:

- you are physically and mentally well and
- you are not aware of any personal circumstances that could adversely affect your performance in the assessment and
- the mark you achieve should stand.

1.2 It is your responsibility to decide whether you are well enough to sit the assessment.

Feelings of stress are often associated with taking an exam and you should consider carefully before you take the assessment whether you have experienced, or are experiencing, stress to the extent that it could adversely affect your performance. In declaring that you are fit to sit the assessment, it means that you are also confirming that you know of no reason why your performance could be adversely affected.

2. Fit to Sit

2.1 When you attend an assessment or submit the Financial Planning Case Study you are confirming that you are fit to do so according to the declaration set out below.

Fit to Sit declaration:

I confirm that I have read the Fit to Sit Policy and I know of no reason why my performance in today's assessment may be adversely affected or why I might subsequently submit a claim for special consideration relating to it.

3. Fit to Sit and Special Consideration

3.1 We will not normally accept a claim for special consideration¹ in relation to illness or personal circumstances that existed prior to the assessment. If you experience personal circumstances which could have an adverse impact on your performance in the assessment

¹ See CISI Special Consideration Policy

(such as illness, bereavement of family member or friend, your work commitments, or a crime) you should consider withdrawing from the assessment and taking it at another time.

3.2 We will only consider an application for special consideration if you have made the Fit to Sit declaration where:

3.2.1. you become unwell during the assessment or experience other unforeseen personal circumstances which are likely to have had an adverse effect on your performance in the assessment. If this occurs you must inform the invigilator before leaving the assessment; or

3.2.2. at the time of sitting the assessment, you could not understand that your performance was likely to have been adversely affected by ill health or treatment you have been receiving. In these circumstances, the medical evidence that you provide to support a claim for special consideration must explain why you could not make a reliable judgement as to your fitness to take the assessment or why you could not understand that your performance in the assessment would be adversely affected.